

Fig 1

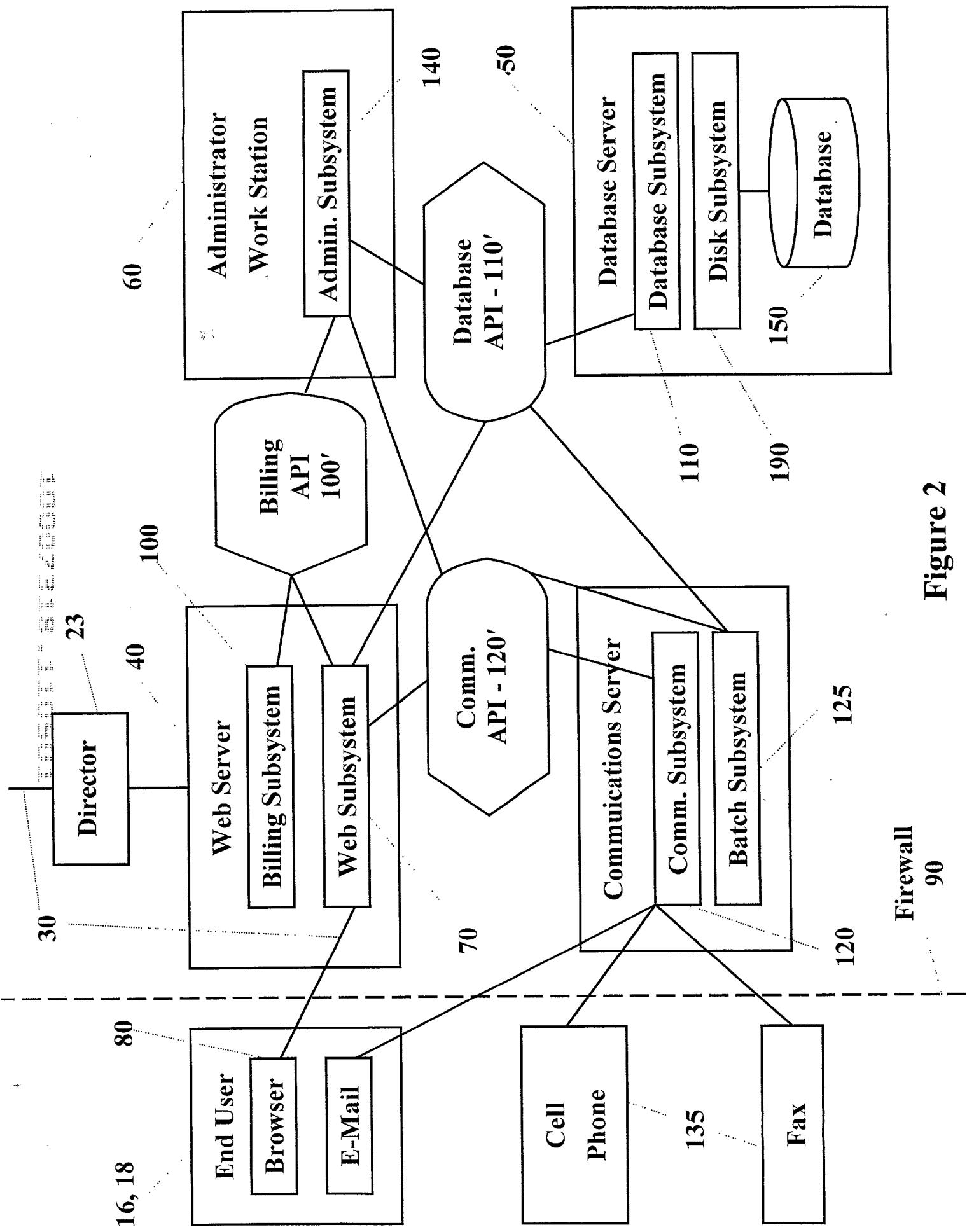


Figure 2

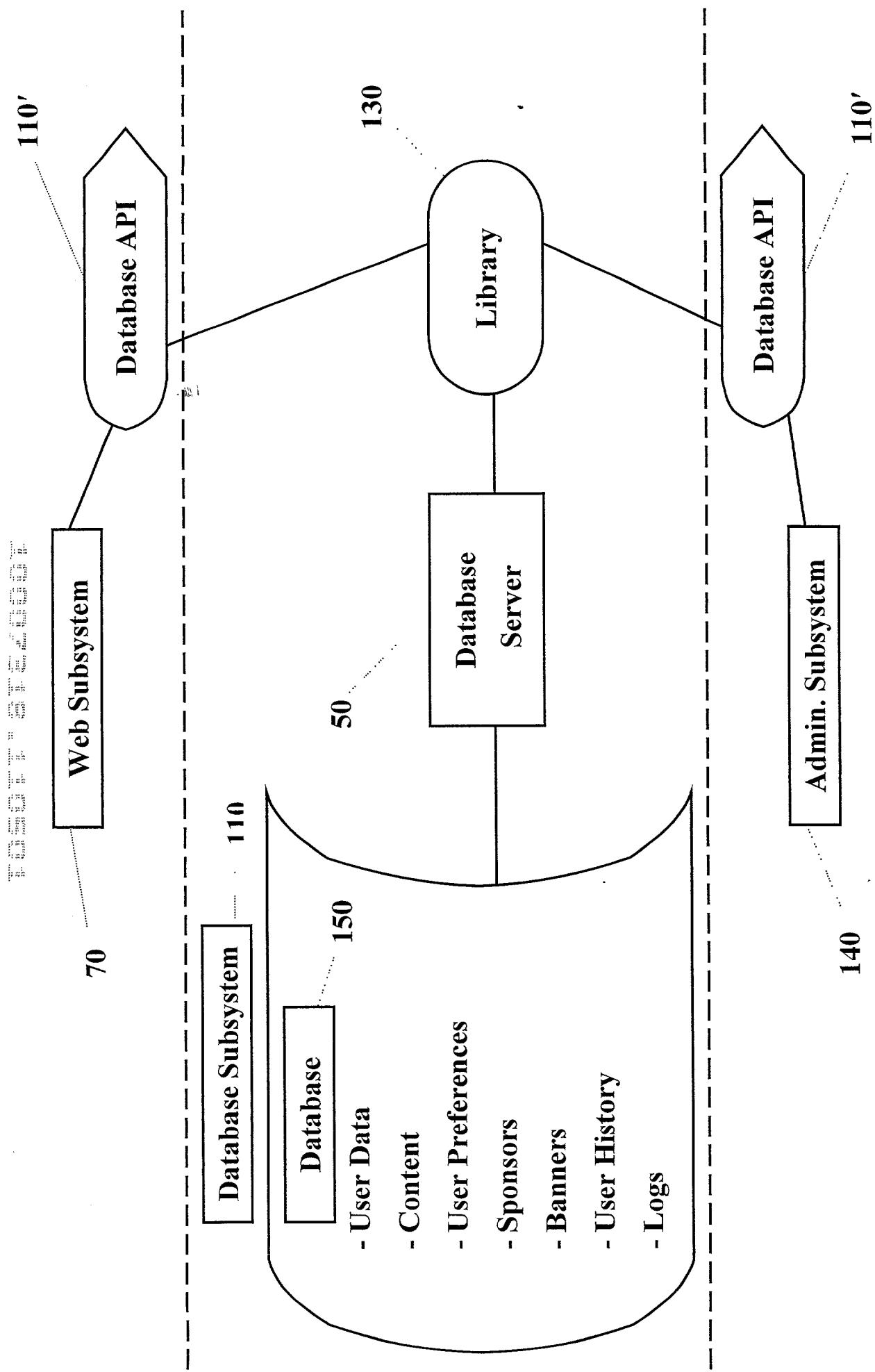


Figure 3

Banners**Announcements****Reporting**

Ways to promote your services - see 50 banners available for your use.

Communicate more effectively - over 65 examples to use

State of the art OLAP cubes

FIG 4



Philadelphia, PA Harrisburg, PA Pittsburgh, PA Cherry Hill, NJ Vineland, NJ Wilmington, DE

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Hi, Jane. Here are your BizActions interest items and reminders for today:

Obermayer Rebmann Maxwell & Hippel Announcements**200**
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Employment and Labor

Questions and Answers for Employers on Military Leave Under The Uniformed Services Employment and Reemployment Rights Act

BR13

An important question for many employers in the near future may be to determine their responsibilities to employees who are called to military service. The Uniformed Services Employment and Reemployment Rights Act clarifies issues such as eligibility, leave requirements, benefits and conditions of reinstatement. Copyright©, 2001

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Bankruptcy

Bankruptcy: Fresh Start Choices For Start-Up Companies

BR510

Unfortunately, the recent economic decline has left many new start-ups with no alternative but to consider what options may exist for them in bankruptcy or reorganization. Although "bankruptcy" has often carried a negative stigma, depending upon which type of bankruptcy a company chooses, it may actually allow a company to either totally dissolve or simply reorganize its debt in order to emerge stronger and more efficient for the future. Copyright©, 2001

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Your Business Reminders

Evaluation

Due Date: November 08, 2001

Schedule semi-annual evaluations for direct hires

[Forward/Assign](#)

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Your Personal Reminders

Anniversary

Due Date: October 08, 2001

Don't forget to buy an anniversary present

[Forward/Assign](#)

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| [Edit Task](#)

| [History](#)

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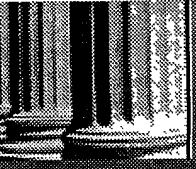
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Fig 4



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Full Article

BA1048

2001 Fall Seminars

October 10, 2001, Wednesday

The FLSA: Why Salaried Doesn't Always Mean Exempt

Learn the difference between exempt and non-exempt, how to handle employees who work in several locations and/or at different rates of pay and how to classify difficult job descriptions, including, for example, information technology personnel. Bring your problem job descriptions along!

Location:

Wyndham Franklin Plaza Hotel
17th & Race Streets
Philadelphia, PA

FIG 5

Time:

Registration & Continental
Breakfast - 8:00 a.m. to 8:30 a.m.
Program - 8:30 a.m. to 10:30 a.m.

Presenters:

Lori E. Halber & Jacqueline Z. Shulman

Please register by Wednesday, October 3, 2001.

November 14, 2001, Wednesday

The ABC's of EPLI

Are you thinking about employment practices liability insurance? Employers increasingly are looking to EPLI to insure against the potential liabilities arising out of personnel decisions made in today's litigious workplace. The insurance market is no place for the uneducated consumer. The ABCs of EPLI will explain what you should be looking for and what you should avoid in an EPLI policy.

Location:

Wyndham Franklin Plaza Hotel
17th & Race Streets
Philadelphia, PA

Time:

Time:

Registration & Continental
Breakfast - 8:00 a.m. to 8:30 a.m.
Program - 8:30 a.m. to 10:30 a.m.

Presenters:

James M. Penny, Jr. & Joseph J. Centeno

Please register by Wednesday, November 7, 2001.

For Reservations: Call the Breakfast Briefing Registration Hotline (215) 665-3100; e-mail us at info@obermayer.com ; or register on-line.

Cost: There is no charge for these briefings.

When you register, let us know what issues you would like us to address.

Please note that seating is limited, so advance registration is required.

Click [here](#) to add this item as a task.

E16 (cont)
5 cont

Your Comments					
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Is this item worthy of consideration of implementation?	Yes	<input type="radio"/>	No	<input type="radio"/>	Maybe	<input type="radio"/>
Is this item worth sharing with other associates?	Yes	<input type="radio"/>	No	<input type="radio"/>	Maybe	<input type="radio"/>
Did this item present value to you and your business?	Yes	<input type="radio"/>	No	<input type="radio"/>	Maybe	<input type="radio"/>
Comments:						
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<input type="text"/>						
<input type="button" value="Submit Your Comments"/>						

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Overview of Sample Interest Categories

- 1 - Sponsor selects initial default Interest Categories to deliver to
- 2 - Users can change Interest Categories at any time.
- 3 - *BizActions™* technology builds a **SINGLE** custom email for each user based on their Interest Category selections.
- 4 - *BizActions™* delivers weekly articles for each Interest Category

With *BizActions*, your client controls the information and reminders that they want to receive. The *BizAction* interest categories are expanding all of the time, as we develop additional areas of content. The following are the Interest Categories available for selection. The standard pricing includes a selection of any 9 categories. Additional categories may be purchased in groups of 3.

<input type="checkbox"/> Administrative	<input checked="" type="checkbox"/> Entertainment
<input type="checkbox"/> Automotive/Lemon	<input checked="" type="checkbox"/> Environmental
<input type="checkbox"/> Banking & Finance	<input checked="" type="checkbox"/> Estate, Probate, and Trusts
<input checked="" type="checkbox"/> Bankruptcy	<input checked="" type="checkbox"/> General Litigation
<input checked="" type="checkbox"/> Commercial	<input type="checkbox"/> Intellectual Property
<input checked="" type="checkbox"/> Construction	<input type="checkbox"/> Internet and New Media
<input type="checkbox"/> Corporate & Business	<input checked="" type="checkbox"/> Medical and Health Care
<input checked="" type="checkbox"/> Family	<input type="checkbox"/> Personal Injury
<input type="checkbox"/> Employment & Labor	<input checked="" type="checkbox"/> Real Estate

Category Selections

All articles have been selected and reviewed by the law firm of Obermayer Rebmann Maxwell & Hippel LLP based in Philadelphia, Pennsylvania. For additional information, visit www.obermayer.com or contact [S. Fields](mailto:sfields@obermayer.com) at sfields@obermayer.com.

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€166

F16 (Cont)

Create Sponsor Default Interest Preferences

As a sponsor, you can preset the default interest categories for all new members, prospects and referrals that fall under your sponsorship. You should select categories that are most relevant to your client base. Keep in mind that these are just defaults. Members may reset these at any time after enrollment. Please note that if you do not assign a point of contact to a category that you select, we will automatically assign the lead sponsor point of contact to that category.

Select	Interest Category	Topic	Contact Person
<input checked="" type="checkbox"/>	Sales	Primary Category	
<input checked="" type="checkbox"/>	Sales	Management	
<input type="checkbox"/>	Sales	Opportunities and Support	
<input type="checkbox"/>	Sales	Pricing	
<input checked="" type="checkbox"/>	Marketing	Primary Category	
<input checked="" type="checkbox"/>	Marketing	Marketing Plans	
<input type="checkbox"/>	Marketing	Direct Mail	
<input checked="" type="checkbox"/>	Human Resources	Primary Category	
<input type="checkbox"/>	Human Resources	Training	
<input checked="" type="checkbox"/>	Human Resources	Government Regulations	
<input type="checkbox"/>	Human Resources	Hiring	
<input checked="" type="checkbox"/>	Human Resources	Compensation and Benefits	
<input type="checkbox"/>	Human Resources	Employee Retention	
<input checked="" type="checkbox"/>	Business Finance	Primary Category	
<input checked="" type="checkbox"/>	Business Finance	Financing	
<input checked="" type="checkbox"/>	Business Finance	Cash Management	
<input checked="" type="checkbox"/>	Business Finance	Investing	
<input checked="" type="checkbox"/>	Business Finance	Collection Strategies	
<input type="checkbox"/>	Business Finance	Insurance	
<input checked="" type="checkbox"/>	Personal Finance	Primary Category	
<input type="checkbox"/>	Personal Finance	Financial Planning	
<input checked="" type="checkbox"/>	Personal Finance	Retirement Planning	
<input checked="" type="checkbox"/>	Management	Primary Category	
<input checked="" type="checkbox"/>	Management	Leadership	
<input checked="" type="checkbox"/>	Management	Organizational	
<input checked="" type="checkbox"/>	Operations	Primary Category	
<input type="checkbox"/>	Operations	Inventory Management	

<input checked="" type="checkbox"/>	Operations	Computers, Technology and Networking	
<input checked="" type="checkbox"/>	Operations	Business Travel	
<input checked="" type="checkbox"/>	Operations	Purchasing	
<input checked="" type="checkbox"/>	Operations	Internal Controls	
<input checked="" type="checkbox"/>	Business Tax	Primary Category	
<input checked="" type="checkbox"/>	Business Tax	Business Succession	
<input type="checkbox"/>	Business Tax	Sale/Transfer of Business	
<input checked="" type="checkbox"/>	Business Tax	Capital Contributions and Distributions	
<input checked="" type="checkbox"/>	Business Tax	Business Expenses	
<input checked="" type="checkbox"/>	Business Tax	Retirement Plans	
<input checked="" type="checkbox"/>	Business Tax	Tax Planning	
<input checked="" type="checkbox"/>	Personal Tax	Primary Category	
<input checked="" type="checkbox"/>	Personal Tax	Wealth-Building	
<input checked="" type="checkbox"/>	Personal Tax	Retirement Planning	
<input checked="" type="checkbox"/>	Personal Tax	Insurance	
<input checked="" type="checkbox"/>	Personal Tax	Wealth Accumulation and Preservation	
<input checked="" type="checkbox"/>	Personal Tax	Filing Strategies	
<input checked="" type="checkbox"/>	Personal Tax	Tax Planning	
<input checked="" type="checkbox"/>	What's Happening?	What's Happening?	
<input checked="" type="checkbox"/>	Personal Tax	Charitable Contributions	
<input checked="" type="checkbox"/>	Sponsor Messages	Sponsor Events	
<input checked="" type="checkbox"/>	Sponsor Messages	Press Release	
<input checked="" type="checkbox"/>	Sponsor Messages	Announcement	
<input checked="" type="checkbox"/>	Create a Profit Niche With NetLedger	Create a Profit Niche With NetLedger	
<input type="checkbox"/>	Human Resources	Management/Supervision	
<input type="checkbox"/>	Business Tax	Real and Personal Property	
<input checked="" type="checkbox"/>	Marketing	Customer Loyalty	
<input checked="" type="checkbox"/>	Business Development for CPAs	Business Development for CPAs	
<input type="checkbox"/>	Using BizActions for Your CPA Firm	Using BizActions for Your CPA Firm	
<input checked="" type="checkbox"/>	CPA Practice Management Tips	CPA Practice Management Tips	
<input type="checkbox"/>	Consultant Spotlight	Consultant Spotlight	
<input type="checkbox"/>	Technology	Internet Marketing	
<input type="checkbox"/>	Technology	Equipment	

<input type="checkbox"/>	Technology	Information Technology	
<input type="checkbox"/>	Technology	Support	
<input type="checkbox"/>	Product Spotlight	Product Spotlight	
<input type="checkbox"/>	Company Spotlight	Company Spotlight	
<input type="checkbox"/>	Sponsor	Sponsor	
<input type="checkbox"/>	BizAction Admin Notices	BizAction Admin Notices	
<input type="checkbox"/>	Intellectual Property	Intellectual Property	
<input type="checkbox"/>	Association Announcements	Association Announcements	
<input type="checkbox"/>	Sponsor Announcements	Sponsor Announcements	

Update **Reset**

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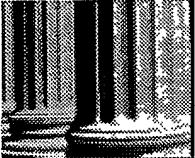
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Forward, Assign or Add Reminder

Reminder Title:	Evaluation		
BizAction ID:	BA719	Mark Completed:	<input type="checkbox"/>
Description:	Schedule semi-annual evaluations for direct hires		
Date Due:	Month: <input type="text" value="11"/> Day: <input type="text" value="8"/> Year: <input type="text" value="2001"/>	Task Type:	<input type="text" value="Business"/>
Recurring Task?	<input type="radio"/> Annual <input type="radio"/> Quarterly <input type="radio"/> Monthly <input type="radio"/> Never		
Assign to Project:	<input type="text" value="None"/>	New Project: (Type in Name)	<input type="text"/>
Remind Me:	<input checked="" type="radio"/> Two Weeks Before <input type="radio"/> 1 Month Before	Priority:	<input type="radio"/> High <input checked="" type="radio"/> Moderate <input type="radio"/> Low
History/Notes:			
Assign to Team:	<input type="text" value="Select One"/>		
Forward/Copy to Team:	<input type="text" value="Select One"/>		
Forward/Copy to other:	<input type="text" value=""/> (Enter E-mail)		

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FIG 7



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Your Personal Action Plan

E168

George Smith, welcome to your personal action plan. This report displays tasks based on your selections. You can view item history and edit any items by clicking on the 'Biz ID'.

Member: George Smith
Date: Tuesday, October 30, 2001

Status: All
Type: All

Biz ID	Due Date	Project	BizAction Title	Description	Priority	Item Type	Assignm
919	Sep-14-2001	None	Guard Against Losses From Employee Theft	Employee theft is a serious threat to every business. Learn how to protect your company today with these simple steps.	Moderate	Business	
843	Sep-05-2001	None	Setup Suggestion Incentives	None	Moderate	Business	
842	Sep-20-2001	None	Create direct mail plan	none	Moderate	Business	
771	Aug-20-2001	None	Title	Description	High	Business	To: Sm John
1113	Oct-18-2001	None	Make Your Sales Meetings a Three-Act Play	There's an easy way to land more clients with your sales calls. Just think of yourself as a director. Like acts in a play, your meetings should have an opening, middle and closing. Your professionalism is reflected in your ability to direct the sequence of events. Here are some guidelines.	Moderate	Business	To: Tho Bill



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Refer a Friend

To refer up to ten friends or associates, enter their e-mail addresses below.

First Name		Last Name	
E-mail			
Title			
Phone			
Organization			
Note to Associate			
First Name		Last Name	
E-mail			
Title			
Phone			
Organization			
Note to Associate			

E 169

First Name		Last Name	
E-mail			
Title			
Phone			
Organization			
Note to Associate			

Welcome to the BizActions Management Center! This center provides access to all system management functions for staff, sales personnel, webmasters and BizAction management. Click on your choice to continue.

E1610

Function	Description
USING THIS SYSTEM	
1	About BizActions
2	Ask Questions/Provide Feedback/Add New System Requirement
3	Frequently Asked Questions
4	Discussion Forum
5	Help Index
6	Knowledge Base
SPONSOR REGISTRATION AND MANAGEMENT	
7	Enter Sponsor Registration and Payment Information
8	Review/Edit Sponsor Registration Information
9	Enter Sponsor Payment Information
10	Review/Edit Sponsor Payment Information
11	Create/Edit Default Member Interest Categories
12	Upload Sponsor Logo
13	Enter Sponsor Client/Prospect Information
14	Review/Edit Sponsor Client/Prospect Information
15	Generate Sample E-mail Message
16	Review/Edit Sponsor Welcome Letter
17	Review/Edit Sponsor Team Members
18	Review Sponsor Agreement
SYSTEM DOCUMENTATION/AIDS	
19	Access Price Data Sheet
20	Access Sponsor Client Data File Upload Specifications
SPONSOR MANAGEMENT REPORTS	
21	Summary Sponsor Registration Report
22	Open Registrations Report
23	Sponsor Registration Report (Sorted Chronologically)
24	Customer Information System - Standard & Enhanced Editions

SALES MANAGEMENT

25	Access Sales Script
26	Summary Sales Report by Sales ID
27	Payment Status Report
28	Sales Contact Report
29	Prospect Followup Status Report

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FINANCIAL REPORTS

30	Accounts Receivable Aging Report
31	Detailed Sponsor Payment Report
32	Enter Payments Information
33	Summary Revenue Report
34	Payment Status Report
35	Credit Card Transactions Pending Report
36	Accounts Payable Report

MANAGEMENT REPORTS

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43	Review/Edit Member Profile
44	Member Registration Report
45	Review/Edit Member Security Hierarchy
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87	Review Expert Agreement

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AFFILIATE WEB SITE MANAGEMENT

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Sponsor Payment Information Entry Form

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Instructions: This form is intended for use by sales personnel entering payment information for new sponsors. The pricing will be determined in negotiation with the sponsor. Enter the key pricing parameters here. Mandatory fields are indicated in bold.

Item		Instructions
Sponsor ID		Enter the Sponsor ID. You can obtain this from the View/Edit Sponsor Profiles Report.
Sponsor Name		Enter the Sponsor Organization name. Use the one above if completing that registration.
Agreement Date		Enter the date of this agreement or registration Use MM/DD/YY format.
Service Start Date		Enter the date that service is to commence. Billing will occur prior to that date. Use MM/DD/YY format.
SERVICE OPTIONS		
Sponsor Messages Only Option	No <input type="checkbox"/>	Enter whether only sponsor messages will be included in generated messages. This is an option sometimes requested by association or company sponsors.
Private Database Option	No <input type="checkbox"/>	Enter the separate charge for private database setup, if applicable. This option provides increased security through a separate database instance for the sponsor.
Get E-Mails Option	No <input type="checkbox"/>	Indicate whether the sponsor wants BizActions to obtain their client e-mail addresses.
No Banner Ads Option	No <input type="checkbox"/>	Indicate whether the sponsor wants BizActions to not include banner ads..
Free Messages Allowed		If you provide "free" e-mails as part of the negotiation, enter them here. No charges will accrue until after this number is exceeded.
PRICING INFORMATION		
Price Per 12 Custom Emails		Enter cost per block of 12 custom e-mail from pricing sheet.
Annual System Setup and Maintenance Charge		Enter the annual system setup and maintenance charge, if any (One time charge). See pricing sheet.
Private Database Charge		Enter the separate charge for private database setup, if applicable, from pricing sheet. (One time charge).
Service Description	Select One <input type="button" value="▼"/>	Select a description of the number of contacts (Example "Up to 2,000")
"Get Email" price per E-mail		Enter the cost per e-mail address acquisition. Billing will occur based on e-mails acquired.
Any Special Notes or Agreement Terms	<input type="button" value="▼"/>	Enter any special agreements or terms that were negotiated. This will display on the services agreement. Enter "None", if none.
Annual Subscription Charge		Enter a annual subscription charge, if any.
Total Subscription and Setup/Maint. Cost		Enter the total annual subscription and setup/maint. charge.
CONTACT INFORMATION		
Billing Point of Contact		Indicate the principal billing contact.
Billing E-mail		Enter the principal P.O.C. e-mail address. This is where all bills will be sent.
Billing Address		Enter billing address.

Billing City		Enter billing city.
Billing State	Select One <input type="button" value="▼"/>	Enter billing state.
Billing Zip		Enter billing zip.
Billing Phone		Enter billing phone.
PAYMENT INFORMATION		
Payment Method	Select One <input type="button" value="▼"/>	Select the payment method to be used.
Credit Card Number		Enter credit card number. Do not use spaces or hyphens.
Credit Card Type	Select One <input type="button" value="▼"/>	Indicate the type of credit card
Expiration		Indicate card expiration in MM/DD/YY format.
Name on Credit Card		Indicate the name on the credit card.
Payment Interval	Annually <input checked="" type="checkbox"/>	Indicate the desired interval for payment. Billing will occur thirty days prior to service period commencement.
Initial Deposit	0	Indicate any initial deposit amount. Cover the one time charges, at a minimum.
CUSTOM PAYMENT INFORMATION (Use this section to create a custom payment profile by quarter. Note: You must have selected "Quarterly" for the payment interval above. Do not use this section for "Annual" payment intervals.)		
Quarterly Payment 1 Amount	0	Enter first payment after deposit, if any. If none, leave the '0' in the fields.
Quarterly Payment 2 Amount	0	Enter second payment after deposit, if any. If none, leave the '0' in the fields.
Quarterly Payment 3 Amount	0	Enter third payment after deposit, if any. If none, leave the '0' in the fields.
Quarterly Payment 4 Amount	0	Enter fourth payment after deposit, if any. If none, leave the '0' in the fields.
Quarterly Payment 1 Date	30-Oct-01	Enter Payment Due Date for first payment. Use MM/DD/YYYY format.
Quarterly Payment 2 Date	30-Oct-01	Enter Payment Due Date for first payment. Use MM/DD/YYYY format.
Quarterly Payment 3 Date	30-Oct-01	Enter Payment Due Date for first payment. Use MM/DD/YYYY format.
Quarterly Payment 4 Date	30-Oct-01	Enter Payment Due Date for first payment. Use MM/DD/YYYY format.
ADMINISTRATIVE INFORMATION		
Sales Rep ID		Enter your Sales or Member ID. Important: The e-mail will not send without a valid sales member ID.

F16 14 (cont)

Upload Sponsor Logo

To upload your sponsor logo, enter the information below. If you already identified a logo URL referencing your web site, you do not need to provide this information. However, we recommend that you provide the logo in case your server is inoperative and the logo file is not accessible.

Required Logo dimensions are width- 250 X height-90. Only .jpg and .gif file formats are supported.

File Name:	<input type="text"/>
File:	<input type="file"/> Browse
Upload File	

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Sponsor Client Data Entry Form

Instructions: This form is a backup method for entering sponsor client data one record at a time. It is recommended that the sponsor send an excel file with a minimum of e-mail, first name, last name, phone, and client type instead of using this form.

You can complete this form with a minimum of the mandatory bolded fields.

Field		Instructions
Sponsor_ID		Enter Sponsor ID. You can obtain this from the Sponsor registration report. Keep this handy if you are entering a series of names.
MP_LastName		Enter client last name.
MP_FirstName		Enter client first name.
MP_MemberType	Business Client <input checked="" type="checkbox"/>	Indicate the type of member.
MP_Email		Enter client e-mail address.
MP_Phone		Enter client phone.
MP_Organization		
MP_EntityType		
MP_Title		
MP_Street		
MP_City		
MP_State		
MP_Zip		
MP_Fax		
MP_UpdatedDate		(i.e. 12/31/97)
MP_UpdatedBy		
MP_AnniversaryDate		(i.e. 12/31/97)
MP_EMailFormat		
MP_Web_URL		
MP_SecurityLevel		
MP_LeadSponsorPOC		
MP_MembershipRqrd		
MP_SponsorExclusive		
MP_CityGovt		

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MP_CountyGovt		
MP_Industry		
MP_IndustryKeyWord1		
MP_IndustryKeyWord2		
MP_IndustryKeyWord3		
MP_SICCode		
MP_NAISCCode		
MP_POCMain		
MP_SalesVolume		
MP_NumberEmployees		
MP_YearEndDate		
MP_ReferralPOC		

Insert Data

E16 (cont)

ELGIN

Sponsor Registration Entry Form

Instructions: This form is intended for use by sales personnel creating profiles for new sponsors. At a minimum, complete the mandatory fields that are indicated in bold below. Note the instructions next to each field. Click "submit" at the bottom of the form when complete.

Item			Instructions
REQUIRED FIELDS			
Organization Name			Enter the Sponsor Organization name.
Address 1			Enter the Sponsor address. Use a local address, if more than one division of the organization are participating.
Address 2			Enter second address line, if required.
City			Enter Sponsor office city
State	Select One <input checked="" type="checkbox"/>		Enter Sponsor office state (VA, MD)
Zip			Enter Sponsor office zip code. Either 5 or 9 digit codes are acceptable.
Country	United States <input checked="" type="checkbox"/>		Select the principal country of operation.
First Name			Specify the main point of contact first name.
Last Name			Specify the main point of contact last name.
E-Mail			Enter main contact e-mail address.
Phone			Enter main contact phone number
Password		Re-enter Password	
Updated Date			Specify date that you created or updated this record.
Updated By			Enter your sales or member ID.
CoBrand (Yes/No)	Yes <input checked="" type="checkbox"/>		Indicate if sponsor co-brand will be applied (Yes/No).
OPTIONAL FIELDS			
Fax			Enter primary contact phone number
Industry	Select One <input checked="" type="checkbox"/>		Provide sponsor self-description of industry.
Referral Contact			If this sponsor sale is a result of a referral, enter the referral name.
Logo URL			Specify Logo URL, if known. Otherwise, this will be automatically assigned. Sponsor should provide logo measuring no larger than 200 X 80 Pixels.
SPONSOR E-MAIL MENU BAR SET UP			
Your Web Site URL			Provide a Sponsor Web Site URL.

Organization Description		Provide up to 1,000 word summary description of organization. This will be used to provide a sponsor description from the cobranded e-mails.
Menu Bar Function 1 Title		Provide one to two words for first menu bar choice above your sponsor e-mail.
Menu Bar Function 2 Title		Provide one to two words for second menu bar choice above your sponsor e-mail.
Menu Bar Function 3 Title		Provide one to two words for third menu bar choice above your sponsor e-mail.
Menu Bar Function 4 Title		Provide one to two words for fourth menu bar choice above your sponsor e-mail.
Menu Bar Function 5 Title		Provide one to two words for fifth menu bar choice above your sponsor e-mail.
Menu Bar Function 1 URL		Provide a full URL path to the first menu bar choice.
Menu Bar Function 2 URL		Provide a full URL path to the second menu bar choice.
Menu Bar Function 3 URL		Provide a full URL path to the third menu bar choice.
Menu Bar Function 4 URL		Provide a full URL path to the fourth menu bar choice.
Menu Bar Function 5 URL		Provide a full URL path to the fifth menu bar choice.

[Go to Step 2](#) | [Reset](#)

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Sponsor ID:	1
Sponsor Name:	BizActions, LLC

Barry Friedman, welcome to your sponsor management center. This center provides access to all sponsor setup, management, content creation, advertising and administration functions. Click on your choice to begin:

	Function	Description
USING THIS SYSTEM		
<input type="radio"/>	1	Using This Sponsor Center
<input type="radio"/>	2	Ask Questions/Provide Feedback/Add New System Requirement
SETTING UP AND MANAGING YOUR ACCOUNT		
<input type="radio"/>	3	Step 1: Complete Your Sponsor Profile Information
<input type="radio"/>	4	Step 2: Enter/Update Your Sponsor Team Members
<input type="radio"/>	5	Step 3: Set Default Member Interest Preferences
<input type="radio"/>	6	Step 4: Upload Your Client/Member/Prospect E-mail Addresses
<input type="radio"/>	7	Step 5: Review/Edit/Update Your Client E-mail and other Information
<input type="radio"/>	8	Step 6: Upload Your Sponsor Logo
<input type="radio"/>	9	Step 7: Customize Sponsor Welcome Letter
<input type="radio"/>	10	Step 8: Review Sample E-mail
SPONSOR REPORTS		
<input type="radio"/>	11	Sponsor OLAP Reports
<input type="radio"/>	12	Contact Me Status Report
<input type="radio"/>	13	Referral Status Report
<input type="radio"/>	14	Instructions for Using OLAP Cubes
<input type="radio"/>	15	Using OLAP in Your Practice
MEMBER/PROSPECT MANAGEMENT		
<input type="radio"/>	16	Enter Client Data
<input type="radio"/>	17	Send Sample E-mail to Client/Member
<input type="radio"/>	18	Export Client Data
ADVERTISING MANAGEMENT		
<input type="radio"/>	19	Enter Banner Ad Information
<input type="radio"/>	20	Purchase Banner Ad Campaign

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21	Browse Banner Ads- Templates
22	Upload Custom Banners
23	Request Custom Banner Ad Services
24	Banner Ad Standards & Specifications
25	Block Banners Function
CONTENT DEVELOPMENT	
26	Search Public BizAction Item Database
27	Enter Sponsor BizAction Items
28	View/Edit Sponsor BizAction Items
29	Specify Banners
30	Sponsor Custom BizAction Item Report
RESOURCE MANAGEMENT	
31	Search Resource Directory
32	Create Sponsor Resource Profile
33	View/Edit Resource Profile
34	Create Service Profile
35	View/Edit Service Profile
36	Resource Blocking Function

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Sponsor Registration Entry Form

Use this form to update your critical sponsor information. Your existing information is displayed below. This information includes the menu bar setup that is displayed on your custom bizactions e-mail messages. After changing the information, you can view the changes by clicking on the "Review Sample E-mail" function.

IMPORTANT: Note that if you change the lead point of contact information here, this will require adding the old information into the team center as a new team member if they are still to be a team member. We do not automatically retain the old team member this since they may have left the firm.

Item			Instructions
REQUIRED FIELDS			
Organization Name	BizActions, LLC		Enter the Sponsor Organization name
Address 1			Enter the Sponsor address, if more than one address, enter the organization name
Address 2			Enter second address line
City			Enter Sponsor office city
State			Enter Sponsor office state
Zip			Enter Sponsor office zip code. 5 digit or 9 digit codes are accepted
Country	United States		Select the principal country of operation.
First Name	Barry		Specify the main point of contact name.
Last Name	Friedman		Specify the main point of contact name.
E-Mail	bjfriedman@ex-pressnet.com		Enter main contact e-mail
Phone	301.545.0477		Enter main contact phone
Password		Re-enter Password	Enter main point of contact password
OPTIONAL FIELDS			
Fax			Enter primary contact phone number
Industry			Provide sponsor description
Logo URL			Specify Logo URL, if known. Otherwise, this will be automatically assigned. Sponsor should measure no larger than 100x100 pixels.
SPONSOR E-MAIL MENU BAR SET UP			
Your Web Site URL	http://www.bizactions.com/fac/fac.htm		Provide a Sponsor Web Site URL
Organization Description			Provide up to 1,000 word description of organization used to provide a sponsor from the cobranded e-mail

Menu Bar Function 1 Title	Members	Provide one to two words menu bar choice above your sponsor.
Menu Bar Function 2 Title	Sponsors	Provide one to two words menu bar choice above your mail.
Menu Bar Function 3 Title	Experts	Provide one to two words menu bar choice above your mail.
Menu Bar Function 4 Title	Advertisers	Provide one to two words menu bar choice above your mail.
Menu Bar Function 5 Title	Contact Us	Provide one to two words menu bar choice above your sponsor.
Menu Bar Function 1 URL	www.bizactions.com/frame-memcen.htm	Provide a full URL path to menu bar choice.
Menu Bar Function 2 URL	www.bizactions.com/frame-sponcen.htm	Provide a full URL path to menu bar choice.
Menu Bar Function 3 URL	www.bizactions.com/frame-expertcen.htm	Provide a full URL path to menu bar choice.
Menu Bar Function 4 URL	www.bizactions.com/frame-sponcen.htm	Provide a full URL path to menu bar choice.
Menu Bar Function 5 URL	www.bizactions.com/contactus/frame-contactus.htm	Provide a full URL path to menu bar choice.

E16 (cont)

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Upload Client Data

To upload your client list data file, enter the information below. Important: Please note that the file will overwrite the previously uploaded file. Make sure your file is cumulative or updated. We do not insert this uploaded data into the database automatically. All files are screened and manually formatted because of data format requirements. The minimum required fields in your client data file are (in the following order):

- First Name
- Last Name
- E-mail
- Phone:
- Member_Type: Identify Personal Client, Business Client, Prospect, Referral
- Sponsor Point of Contact (Note: The point of contact must be added as a team member for the system to route contact requests to this individual)

Acceptable file types are excel (.xls), access (.mdb) or tab delimited text file (.txt).

File:	<input type="text"/>	<input type="button" value="Browse..."/>
<input type="button" value="Upload File"/>		

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Banner Data Entry

Enter a profile for each banner that is to be used in the system. You will also need to upload the banner using the "Banner" function.

Item	Entry Field	Instructions
Mandatory		
Sponsor_ID		Use the sponsor ID that created the banner, if this is a sponsor banner. If not, leave blank. If the use Sponsor ID 1, which is the BizActions sponsor ID number.
Expert_ID		Use the expert ID that created the banner, if this is a expert banner. If not, leave blank.
Advertiser_ID		Use the advertiser ID that created the banner, if this is a advertiser banner. If not, leave blank.
Banner_Type	Select One <input type="button" value="▼"/>	Select the banner type. This choice will determine how and where the banner is displayed.
FileNameURL		Indicate the file name for banner, if applicable.
AdServerURL		If this is an ad server banner, enter a URL reference with variables to the ad server.
BannerURLRef		Indicate the URL for banner click through page, if applicable.
Date_Updated		Enter Date Recorded Created
Updated By		Enter ID for individual entering data
Non Mandatory		
Banner_Title		Enter a short descriptive title for banner.
Banner_Description		Enter an extended description of the purpose of banner, especially if this is a templated banner
Banner_MoreInfo		
Banner_POC		Enter Developer point of contact. Use bizactions point of contact if this is for a bizactions or tem
Banner_POC Email		Enter Developer e-mail. Use bizactions e-mail if this is for a bizactions or templated banner.
Banner_POC Phone		Enter Developer phone. Use bizactions phone if this is for a bizactions or templated banner.

Insert Data

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Partner ID:	1
Partner Name:	Accounting Web

Ryan Carmen, welcome to your partner management center. This center provides access to all partner setup, management administration functions. Click on your choice to begin:

	Function	Description
Using this System		
	1	Using this Partner Center
	2	Ask Questions/Provide Feedback/Add New System Requirements
Setting up and Managing Your Account		
	3	Upload Your Partner Logo
Affiliate Reports		
	4	Partner Summary Report
Affiliate Management		
	5	Select Banners or Advertorials
	6	Preview Your Banner Landing Page

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Partner Report

Date:	Tuesday, October 30, 2001
Partner ID:	1
Partner Name:	Accounting Web
Contact Person:	Ryan Carmen
Phone Number:	

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Select the desired period				Instructions
Period <input type="text" value="All"/> to <input type="text" value="All"/>				Use M/DD/YY format.
Channel <input type="text" value="All"/>				Select One.
<input type="button" value="Display Report"/> <input type="button" value="Reset"/>				

Partner Activity

Period	Banners				Impressions	Click Throughs	Ratio
	Description	Size	ID	Location			
Jan	Get More Clients	468X60	100	Email 1	100	20	0.20
	Get More Clients	468X60	100	Email 2	150	30	0.20
	Built by CPAs	468X60	101	CT - More Info	200	10	0.05
	Built by CPAs	468X60	101	CT - Resources	300	20	0.07
	More Business	468X60	102	CT - Resources	100	5	0.05
					850	85	0.10
Feb	Get More Clients	468X60	100	Email 3	200	15	0.08
	Get More Clients	468X60	100	CT - More Info	150	15	0.10
	Built by CPAs	468X60	101	Email 1	100	20	0.20
	More Business	468X60	102	Email 2	100	2	0.02
	More Business	468X60	102	Email 3	550	52	0.09
					1200	100	.11
March	Get More Clients	468X60	100	Email 2	200	50	0.25

	Built by CPAs	468X60	101	Email 3	200	20	0.10
	More Business	468X60	102	CT= Resources	200	20	0.10
					600	90	0.15
Total					2,000	227	0.11

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